



## **Arkansas Department of Human Services Division of Youth Services**

### **DYS Policy and Procedure 1000 – Policy Development**

#### **POLICY**

The Division of Youth Services (DYS) will follow a formal policy development process designed to carefully establish policies and procedures which will enhance the effectiveness of the Division in meeting its objectives. Because appropriate and up to date policies and procedures are essential to the effective functioning of DHS, Division staff will give a high priority to policy development efforts. The Division will ensure the validity of its policies and procedures by compliance with the state Administrative Procedures Act and DHS Policy 1052.

#### **PROCEDURE**

1. Recommendations for policy development may originate from any part of the Division but will be coordinated by the Policy Manager or designee. Staff are encouraged to participate in the development process for their areas of job expertise. Development of draft policies and procedures will be completed by the DHS Policy Manager or other designated Division staff.
2. The Policy Manager will prepare the draft policy in a standard format, request review by appropriate staff and coordinate the approval process. The draft policy may be given a preliminary review by individuals outside DHS including other divisions of the Department of Human Services, other agencies and contracted service providers.
3. The approval process within DHS will include individuals in the following positions:
  - a. Managers, Administrators, or both, of affected areas;
  - b. DHS Assistant Directors; and
  - c. DHS Director.
4. The approval process within DHS will involve the following steps:
  - a. The Policy Manager will notify each individual involved in the approval process. Email may be used for this purpose.
  - b. The notification will include a draft of the proposed policy and a summary of comments received if applicable.

- c. The notification will specify a policy approval cycle of 5 business days. Staff involved in approval will have five days to comment or register objections to the policy. If necessary and if notice is given to the Policy Manager during the initial 5 business day period, staff may request to extend the time allowed for response by an additional 5 business days.
  - d. If no comments or response are received during the designated approval period, the policy will be considered approved and ready to submit to the DYS Director.
  - e. If the policy is disapproved or comments received, these responses will be given appropriate consideration. The policy may again be revised and these responses will be indicated in the summary of comments.
  - f. Upon submittal to the DYS Director, a summary of comments provided by staff during the approval cycle will be provided.
5. Following approval by the DYS Director, the Policy Manager will submit the policy for any approval required by other divisions of the Department of Human Services and other agencies as applicable.
6. Upon final approval, the Policy Manager will initiate procedures required for compliance with DHS Policy 1052 and the Administrative Procedures Act.